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**STATE OF NEW JERSEY**  
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ADMINISTRATOR

**April 4, 2017**  
**NOTICE OF JOB VACANCY**  
**#17-84**

An opportunity currently exists in the classified service within Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

**TITLE:** Agency Services Representative Trainee

**SALARY:** \$26,841.51

**LOCATION:** Division of Consumer Affairs  
124 Halsey Street  
Newark, NJ

**NUMBER OF POSITIONS AVAILABLE:** Nine (9)

**DUTIES:** Under the very close supervision of a supervisory official in the Division of Consumer Affairs, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; and does other related work as required.

**REQUIREMENTS**

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PROMOTION:** Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1 or Customer Service Information Specialist 3, in accordance with Civil Service Commission procedures.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

***If interested, please send a cover letter indicating job vacancy #17-84 and current resume before the closing date of April 18, 2017 to:***

Recruitment Coordinator  
[LPS.Humanresources@lps.state.nj.us](mailto:LPS.Humanresources@lps.state.nj.us)

**-OR-**

Office of the Attorney General  
P.O. Box 081  
Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

